

Panaji, 25th July, 1996 (Savana 3, 1918)

SERIES I No. 17

OFFICIAL GAZETTE

GOVERNMENT OF GOA

GOVERNMENT OF GOA

Department of Industries

Goa, Daman and Diu Khadi and Village Industries Board

Notification

I/1/GDDKVIB/1996-97

The Goa, Daman and Diu Khadi and Village Industries Board, in exercise of the powers conferred under section 35 of the Goa, Daman and Diu Khadi and Village Industries Board Act, 1965, No. 9 of 1965 and with the prior approval of Government hereby makes the following regulations for recruitment of staff, functions, powers and spheres of duties of Officers and other Employees.

1. *Short title.*— (i) These regulations shall be called the Goa, Daman and Diu Khadi and Village Industries Board Cadre Recruitment of staff, functions, powers and spheres of duties of Officers and other Employees Regulations, 1996.

(ii) They shall be deemed to have come into force with effect from 1-1-1994.

2. The recruitment rules shall apply to all the posts indicated in the Annexure-II and the Schedule appended to these Regulations thereto.

S. S. Dharangutti, Chief Executive Officer.

Panaji, 11th July, 1996.

ANNEXURE - I

1. The Chief Executive Officer of the Goa, Daman and Diu Khadi and Village Industries Board shall be the Chief Executive of the Board. He will exercise proper control and superintendence over the functions of other employees of the Board. He shall be the appointing and disciplinary authority of the staff of the Board save as provided in the Goa, Daman and Diu Khadi and Village Industries Act, 1965 and the Rules framed thereunder. He shall exercise the powers of Head of Department under the Delegation of Financial Power Rules, Fundamental and Supplementary Rules, Central Treasury Rules and all other Central Rules, regulations and orders in force in the State of Goa from time to time. He will also represent the Board in all matters before the Government and/or other agencies. He will deal with personal matters of various staff members of the Board save as provided under the Act and the Rules thereunder. He will initiate action for convening the meetings of the Board and its Committees. He will maintain the records of the meetings and initiate follow up action on various points.

The Chief Executive Officer may be assisted by the Accounts-cum-Administrative Officer in the discharge of his functions and duties. The Accounts-cum-Administrative Officer will perform such other functions and duties as are assigned to him by the Chief Executive Officer and/or Chairman.

2. The duties/responsibilities of other employees of the Board shall be as laid down by Branch Officer concerned with the approval of the Chief Executive Officer from time to time.

3. The accounts of the Board shall be maintained in such form as provided in section 31 read with section 34(L) of the Goa, Daman and Diu Khadi and Village Industries Board Act, 1965.

4. The service conditions of the employees of the Board shall be the same as are applicable to the Government employees of the State as per the relevant rules/regulations/instructions in force from time to time. The Chief Executive Officer shall exercise the powers of the Head of the Department under these rules/regulations. The pay scales of the posts of the cadre of the Goa, Daman and Diu Khadi and Village Industries Board will be those of the Central Pay Scales, applicable to the corresponding posts in the State of Goa from time to time. The various allowances and other remuneration will also be at the same rates admissible to the Government employees of the State of Goa, under the relevant rules/instructions in force from time to time.

5. The composition of the establishment of the Board, various categories of the posts, their number, pay scales, educational qualifications and other conditions of recruitment shall be as given in Annexure II and the Schedule appended thereto. The appointment of the Chief Executive Officer shall be made by the Government and the remaining staff shall be made by the Board as prescribed in the respective Recruitment Rules in Schedule appended to Annexure I provided that the initial recruitment to the Cadre made by the absorption of the existing Government staff already working in connection with the affairs of the Board to the corresponding posts of the same scale and status and that the incumbents are competent and are required by the Board to be retained in its employment.

6. The composition of Appointment/Promotion Committee for various posts in the Cadre of the Board shall be:—

1. The Chief Executive Officer, KVIB. Chairman.
2. The Joint Secretary/Under Secretary (Industries). Member.
3. The Accounts-cum-Administrative Officer (KVIB). Member.

The Committee may co-opt any other official to be on its panel as specialist.

ANNEXURE - II.

Organisational set up and the staffing pattern of the Goa, Daman and Diu Khadi and Village Industries Board.

BOARD
CHAIRMAN
CHIEF EXECUTIVE OFFICER
ACCOUNTS-CUM-ADMINISTRATIVE OFFICER
(BRANCH OFFICER)
Sr. Steno (Attached) (1)

Administrative Section	Schematic Section	Accounts Section
Head Clerk (1) (Sectional Head)	Organiser (1) (Sectional Head)	Accountant (1) (Sectional Head)
Jr. Steno (1)	Stat. Asst. (1)	Accounts Clerk (7)
Daftary (1)	A. D. O. (2)	
Peon (4)	Sr. Inspector (1)	
L. D. C. (3)	Jr. Inspector (3)	
Driver (2)		
U. D. C. (1)		

SCHEDULE

Khadi and Village Industries Board Recruitment Rules:-

1	2	3	4	5	6	7	8	9	10	11	12	13
Name of the posts	Number of posts	Classification	Scale of pay	Whether selection or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees.	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be done.	If a D. P. C. exists, what is its composition is to be consulted in making recruitment	Circumstances in which Goa Public Service Commission is to be consulted in making recruitment
1. Chief Executive Officer.	1	Gazetted.	Rs. 3000-4500	N. A.	N. A.	—	—	—	To be filled on deputation by Grade I Officer of Goa Civil Service from the Govt. of Goa.	—	—	—
2. Accounts-cum-Administrative Officer.	1	Gazetted.	Rs. 2200-4000	Selection	—	—	—	2 years	By promotion failing which by transfer on deputation.	By promotion:- From the officials of the Board holding the post of Assistant Accounts Officer for at least 3 years on regular basis or By transfer on deputation of Assistant Accounts Officer from Accounts Cadre with three years experience.	Secy. Industries- F. A. C. E. O.	—
3. Assistant Accounts Officer.	1	Gazetted.	Rs. 2000-3200	- do -	—	—	—	2 years	- do -	By promotion:- From the officials of the Board holding the post of Accountant with 5 years experience on regular basis, failing which by transfer on deputation of Asst. Accounts Officer from Accounts Cadre.	- do -	—

4. Accountant.	1	C Non-Gazetted.	Rs. 1600-2660	—	1) B. A with Economics or B.Com. with Advanced Accountancy as a subject. 2) Experience in Accounts and/or Audit for a period of 3 years.	N. A.	2 years. Has to pass the final examination of Accountant conducted by Accounts Department during the probation period.	— do —	By promotion:- From the officials of the Board holding the post of Accounts Clerk for at least 5 years subject to passing of initial examinations for Accountants conducted by the Accounts Department.	C. E. O. JS/ U.S. (Ind.) Accounts-cum-Admin. Officer.	As required under Rules.
5. Head Clerk.	1	Class III Non-Gazetted.	Rs. 1400-2300	—	—	—	2 years.	By promotion failing which by deputation.	By promotion:- From the officials of the Board holding the post of U. D. C./Mr. Steno for at least 5 years.	— do —	— do —
6. Sr. Stenographer.	1	— do —	Rs. 1400-2300	—	Matriculation or equivalent qualifications until replaced by Higher Secondary, speed of 120 w.p.m. in shorthand and 40 w.p.m. in typewriting.	—	2 years.	By promotion failing which by direct recruitment failing both transfer/deputation.	Promotion:- From the officials of the Board holding the post of Jr. stenographer for at least 3 years.	— do —	— do —
7. U. D. C.	1	— do —	Rs. 1200-2040	—	Intermediate/Higher Secondary or equivalent qualification.	N. A.	2 years.	— do —	Promotion:- From the officials of the Board holding the post of L.D.C. for at least 3 years. Direct Recruitment:- 18 to 35 years qualification as in column 7.	— do —	— do —

1	2	3	4	5	6	7	8	9	10	11	12	13
<i>Transfer/deputation:-</i> Suitable officials having analogous post in the Central or any State Govt.												
8. Accounts Clerk.	7	Class III Non-Gazetted.	Rs. 1200-2040	Selection	—	B. Com.	N. A.	2 years.	Promotion, failing which by direct recruitment, failing both transfer/deputation.	<i>Promotion:-</i> From the officials of JS/U. S' (Ind). Accounts-cum-Admn. Officer. <i>Direct recruitment:-</i> 18 to 35 years qualification as in column 7.	C. E. O.	As required under Rules.
9. Jr. Stenographer.	1	— do —	Rs. 1200-2040	— do —	—	Matriculation or equivalent until replaced by Higher Secondary, speed of 100 w.p.m. in shorthand and 35 w.p.m. in typewriting.	N. A.	2 years.	Direct recruitment, failing which by transfer/deputation.	<i>Transfer/Deputation:-</i> Suitable officials having analogous post in the Central or any State Govt. <i>Transfer/deputation:-</i> Suitable officials holding equivalent post in the Central or any State Govt.	— do —	— do —

10. L. D. C.	3	- do -	Rs. 950-Non- -1400 -1400	18-35 years.	Matriculation or equivalent speed of 30 w.p.m. in typewriting in English subject to orders which are issued from time to time (relaxable for physi- cally handicapped persons who are other- wise qualified to the aforesaid posts and who are certified as being unable to type on account of physical disability by the Medical Board attached to the special employment exchange or by the staff surgeon until such a Board is set up by the Director- ate of Employ- ment).	Age-No Qualifica- tion- Yes.	2 years.	Promotion:- 12½% direct recruitment 87½% Promotion, failing which by direct recruitment failing both transfer/deputa- tion.	Promotion from class IV employees. Transfer/deputation suitable officials holding analogous posts.	- do -	- do -
11. Driver.	2	- do -	Rs. 950- -1400	25-35 years.	Should have passed at least VII Std. Should possess driving licence for M.M.V. and 3 years of unblemished service in the line.	Age-No Qualifica- tion- Yes.	2 years.	25% by promotion of class IV employ- ees 75% by direct recruitment.	By promotion from class IV employ- ees possessing heavy/light vehicle driving licence from the competent authority with 5 years experience.	- do -	- do -

SERIES I No. 17

1	2	3	4	5	6	7	8	9	10	11	12	13
12. Peon.	4	Class IV Non-Gazetted.	Rs. 750-950	N. A.	18-35 years.	Middle Class or equivalent.	N. A.	2 years.	By direct recruitment.	N. A.	N. A.	As required under Rules.
13. Daftary.	1	- do -	Rs. 775-1025	Non-Selection.	- do -	- do -	N. A.	2 years.	Promotion.	Promotion to Peons having experience for at least 5 years.	C. E. O. JS/U. S. (Ind). Accounts-cum-Admn. Officer.	- do -
14. Organiser.	1	Class III Non-Gazetted.	Rs. 1600-2660	Selection.	- do -	- do -	- do -	2 years.	By promotion failing which by deputation.	Promotion:- Holding the post of ADO/Asst. Organiser for at least 10 years.	- do -	- do -
15. Assistant Development Officer.	2	- do -	Rs. 1400-2300	- do -	Not exceeding 30 years relaxable to Govt. Servant.	B. Sc. with technical background/diploma from technical Inst. Knowledge of local language.	No.	2 years.	50% by promotion. 50% by direct recruitment failing which by promotion.	Promotion:- By promotion from the officials of the Board holding the post of Sr. Inspector for at least 10 years.	- do -	- do -
16. Statistical Assistant.	1	- do -	Rs. 1400-2300	- do -	- do -	N. A.	- do -	2 years.	50% by dep. 50% by promotion failing which by deputation.	Promotion:- From among the officials of the Board holding the post of Investigator for at least 5 years.	- do -	- do -
17. Sr. Inspector.	1	- do -	Rs. 1200-2040	- do -	- do -	- do -	- do -	2 years.	By promotion.	Deputation:- Holding analogous post in the Grade in Govt. of Goa.	- do -	- do -

post of Jr.
Inspector for at
least 5 years.

18. Jr. Inspector.	3	—	2 years	Direct.	—	—do—	—do—
					Matricula- tion with diploma in technical with trade.	Not exceed- ing 30 years relaxable to Govt. servants in accor- dance with the instruc- tions from the Govt.	

V. No. 18203/1996